



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: July 7, 2020



To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Lisa Burnham, Controller
Elaine Bo, Recreation Director
Brian Goul, Assistant Recreation Director
MaryBeth Murz, Purchasing Manager

Subject: Standard Purchasing Resolution 2 – Sole Bidder Meeting Specifications and Budget Amendment – Studio B & C Floor Replacement– Troy Community Center

History

- The Troy Community Center Studio B & C Floors have never been replaced since the facility opened in 2001.
- The floor is in poor shape and is pulling away from the wall. It is a special flooring that is used for dance and fitness classes. The other studio floors are wood and have been repaired in the past.
- The life expectancy of the new floor is approximately 20 years.

Purchasing

On June 25, 2020, a bid opening was conducted as required by City Charter and Code to furnish all equipment, material and labor to replace the flooring in Studio B & C at the Troy Community Center. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; www.mitn.info. One (1) bid response was received. Below is a detailed summary of potential vendors:

Companies notified via MITN	310	MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. Active MITN members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. Active MITN non-paying members are responsible to monitor and check the MITN website for opportunities to do business with the City. Inactive MITN member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.
Troy Companies notified via MITN	16	
Troy Companies - Active email Notification	15	
Troy Companies - Active Free	1	
Companies that viewed the bid	27	
Troy Companies that viewed the bid	0	



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Purchasing (continued)

- In addition to this bid opportunity being posted on MITN; the Invitation to Bid was directly emailed to three (3) companies.
- *Usztan LLC of Auburn Hills, MI* is the sole bidder and meets all bid specifications and is being recommended to replace the flooring in Studio B & C at the Troy Community Center.
- *Also, Usztan LLC* has successfully completed other projects for the City.

Financial

- This project was originally planned as a small repair which would have been expensed to the General Fund - Community Center Operating Supplies Account.
- Upon detailed inspection of the floor it was discovered that the entire floor needed to be replaced so the project was moved to Capital.
- This project will require a budget amendment in the amount of \$72,220 for the Capital Projects Fund under the Recreation Department for the 2021 Fiscal year. Expenditures will be charged to 401.752.755.7975.125.

Recommendation

City management recommends amending the budget and awarding a contract to furnish all equipment, material, and labor to replace the flooring in Studio B & C at the Troy Community Center to the sole bidder, meeting all bid specifications; *Usztan LLC of Auburn Hills, MI* for an estimated total cost of \$65,650 with a 10% contingency for a total not to exceed \$72,215, at prices contained in the bid tabulation dated June 25, 2020.

Opening Date: 06/25/2020
Reviewed Date: 06/25/2020

BID TABULATION
CITY OF TROY
STUDIO FLOOR REPLACEMENT

ITB-COT 20-24
Page 1 of 1

Vendor Name:	Usztan LLC
City:	Auburn Hills, MI
Check Amt:	\$5,000.00
Check #:	9411617407

PROPOSAL: FURNISH ALL EQUIPMENT, MATERIAL AND LABOR TO REPLACE THE FLOORING AND SUBFLOOR AND FINISH STUDIO B & C AT THE TROY COMMUNITY CENTER AS SPECIFIED

Proposal #1: Furnish all labor, materials, and equipment to replace flooring and subfloor and finish the floor in Studio B & C at the Troy Community Center.

Proposal #1 Complete for the Sum of:	\$62,400.00
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Proposal #2: Furnish all labor, materials, and equipment to replace Cove Base in Studio B & C at the Troy Community Center.

Proposal #2 Complete for the Sum of:	\$3,250.00
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Hours of Operation:		7:00am to 3:30pm
24 Hour Phone #:		248-895-4106
References:	Y or N	Y
Can meet delivery/installation schedule:	Y or N	Y
Can meet Insurance:	Y or N	Y
Terms:		14 days from draw
Warranty:	Y or N	1 yr from substantial completion or CofO
Exceptions:	Y or N	N
Acknowledgement:	Y or N	Y
Provided Schedule of Values	Y or N	Y
Provided Bidder Questionnaire	Y or N	Y
Forms:	Y or N	N
Addendum 1:	Y or N	Y

Attest:

(*Bid Opening conducted via a Go-To Meeting)

Brian Goul

Sue Riesterer

Dennis Trantham

Kristine Kallek

Jackie Ahlstrom

MaryBeth Murz,
Purchasing Manager